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# Example of Administrative Services Job Description

Our company is growing rapidly and is hiring for an administrative services. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for administrative services

* Providing indirect supervision for Development Associates, including development and implementation of programs for their orientation, training, adherence to policies and procedures, team building, and facilitation of shared responsibilities
* Monitor various reporting tools to ensure AA compliance with policies and procedures (daily time reporting, overtime, ) and update various AA management tools and applications regularly
* Manage DLCL website
* Manage student and contingent hours for departments within DLCL
* Greet students and Mason community at the front desk
* Make referrals after assessing needs or concerns
* Answer phones and make appointments for office staff
* Work on special projects and perform general office administrative duties
* Document and monitor new files
* Manage note-taking services and smartpens

## Qualifications for administrative services

* Proficient in a variety of software applications
* Familiarity with the fields of energy and the environment
* Receive and direct incoming calls and visitors to appropriate meeting rooms
* 0-1 year of experience in Customer Service, Finance, and indexing that directly aligns with the specific responsibilities for this position
* Educational experience and/or proficiency in LOMA 281, and LOMA 291 preferred
* Enter data into computer using software applications for data entry and word processing